



**Position Title:** Animal Care & Adoption Coordinator

**Reports To:** Farm Manager

**FLSA Status:** Non-exempt, Permanent, Full-time

**Category:** Non-resident Employee

**Summary:** This position will work closely with the Farm Manager to assist with Sanctuary One core animal-care operations, conduct animal adoptions, and assist with a variety of programs as needed (Volunteers, Tours, Events, Service Learning).

**Essential Duties & Responsibilities:**

- Perform daily animal feeding and movement operations (“chores”)—both morning turn-out and evening turn-in
- Perform and/or assist with other animal-care duties as needed: administration of medications, grooming, wound care, etc.
- Observe animals for signs of sickness or injury
- Clean and sanitize animals’ feeding and living areas; this will include mucking pasture/stable areas and tending to bedding and water in all animal habitats
- Maintain accurate documentation of care provided to animals, animal medical records, etc.
- Coordinate with Farm Manager to schedule care such as hoof trims, vet visits, shearing, etc
- Establish and maintain relationships with partners and other rescue organizations to assist the Farm Manager in coordinating intakes
- Train volunteers/interns on dog walking/training procedures
- Maintain digital census, records and other information on Google Docs, Sheets, Calendar, Drive
- Conduct animal adoptions. This will include providing guidance to, and evaluating appropriateness of, potential adopters; meeting with adopters and their pets; completing adoption paperwork and reference checks
- Meet adoption revenue goals, manage intake and adoption numbers
- Create three animal social posts per week to promote animal adoption
- Develop animal enrichment strategies with Farm Manager
- Assist with public tours, school groups, and service-learning groups as needed
- Attend off-site events, such as tabling, as assigned by Executive Director
- Maintain adoption databases (Petfinder, Adopt a Pet)
- Perform office functions: phone answering, response to e-mail inquiries, greeting and guidance of volunteers and interns
- Attend meetings and participate as requested
- Maintain competency in all position responsibilities; participate in continuing education
- Comply with all safety and work rules, policies, and procedures
- Other duties as assigned



### **COMMUNICATION AND PROFESSIONALISM**

- Work as a team player at all levels
- Display excellent interpersonal and customer-service skills
- Interact in a kind, compassionate, and professional manner, in keeping with the mission of Sanctuary One
- Exhibit a high degree of diplomacy in dealing with individuals over the phone or in person
- Communicate effectively with fellow employees, Board members, visitors, donors, volunteers, and vendors
- Maintain confidentiality and security

### **REQUIRED KNOWLEDGE, SKILL AND ABILITY**

- Ability to work in a team environment in farm operations
- Ability to move safely around with animals
- Ability to speak, read, and write legibly; follow verbal or written instructions; and perform basic math
- Must be flexible, dependable, and responsive
- Ability to plan, organize, and prioritize
- Must be able to work independently and show initiative
- Ability to perform physical labor in all kinds of weather condition
- Proactive, positive, Can-do attitude
- Able to bend, stoop and lift up to 50 pounds on a regular basis and move up to 110 pounds on a regular basis (hay) safely
- Ability to discern an animal emergency and how to get help
- Understanding and compliance with all safety protocol
- Ability to discern what you do not know, when to ask questions and who to ask

### **EDUCATION, EXPERIENCE AND LICENSURE**

- High school diploma required
- 1 year of equivalent employment experience
- Prior experience with farm animals and equipment preferred
- Must possess valid driver's license and have proof of current Oregon auto insurance
- All employees are subject to criminal background check.

NOTE: This description incorporates the most typical duties performed. It is recognized that other related duties not specifically mentioned may also be performed. The inclusion of those duties would not alter the overall evaluation of this occupation.